



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59636-4789

HRO

DATE 28

December 2006

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-331
CLOSING DATE 11 January 2007**

**POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II
TEMPORARY INDEFINITE) WITH POSSIBLE PERMANENT STATUS.**

BARGAINING UNIT POSITION: Voucher Examiner, GS-0540-04/05

SALARY RANGE: GS-04 \$25,338.00 - \$32,944.00 PA (per annum)
GS-05 \$28,349.00 - \$36,856.00 PA (per annum)

LOCATION OF POSITION: USP&FO, Helena, MT SELECTING OFFICIAL: CW3 Thomas Poitras

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

COMPATIBILITY: CMF/MOS 71/ 42A, 42F, 42L, 44C, 91A, 92Y

NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I Temp Promo/Reassign)
-BOTH AREA I AND II WITH POSSIBLE PERMANENT STATUS.

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All excepted technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment.
Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70272000 / 70272000A. If applicants desire, a copy of the PD can be obtained from the HRO. Purpose is to process travel vouchers (civilian and military) and commercial account vouchers for disbursement by the servicing Finance and Accounting Office. Processes a variety of travel vouchers concerning TDY and PCS claims. Determines payment due for travel and allowable expenses. Examines vouchers for accuracy. Types vouchers and related forms. Drafts letters of indebtedness.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: Promotion potential to GS-05, if hired as GS-04, upon completion of a classification desk audit.

PCS FUNDS NOT AUTHORIZED.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 and 2 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, Lt Col, MTANG
Human Resources Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-331

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR VOUCHER EXAMINER, GS-0540-04, 70272000A

1. Knowledge of accounting.
2. Knowledge of military or civilian travel orders.
3. Ability to use PC type stand alone computer systems.
4. Ability to read, interpret, and analyze data.
5. Skill in reading and interpreting regulations and documents.
6. Ability to plan, schedule, and organize.

SELECTIVE PLACEMENT FACTOR: Skilled in the use of calculators.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant has the ability to examine and process a variety of accounts, vouchers, invoices, or transactions.

SPECIALIZED EXPERIENCE: Must have 3 months of specialized experience in performing clerical or administrative work.

KSA'S FOR VOUCHER EXAMINER, GS-0540-05, 70272000

1. Ability to utilize accounting codes.
2. Ability to process military or civilian travel orders.
3. Ability to use PC type stand alone computer systems.
4. Skill in reading, interpreting, and analyzing data.
5. Skill in reading and interpreting regulations and documents.
6. Skill in planning, scheduling, and organizing.

SELECTIVE PLACEMENT FACTOR: Skilled in the use of calculators.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant has the ability to examine and process a variety of accounts, vouchers, invoices, or transactions.

SPECIALIZED EXPERIENCE: Must have 6 months of specialized experience in administering or performing work consisting of analyzing documentation, applying regulations, and processing vouchers and other payment documents.

/signed/
THOMAS POITRAS
CW3, MT ARNG
Supv Financial Technician
Enclosure 1